



Did you know that you can forward your MECC student email to your personal email account?

Make sure you receive important information about MECC events, academic and financial aid deadlines, and other news by automatically forwarding your MECC student email to the personal email address you check most often.

How to Forward MECC Student Emails

1. Open the Gmail account that you want to forward
2. Click the gear in the top right.



3. Select Settings.
4. Select the Forwarding and POP/IMAP tab.

General Labels Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP**

5. Click Add a forwarding address in the “Forwarding” section.
6. Enter the email address you want to forward to.
7. For your security, Google will send a verification email to that address. Open your other email account and find the confirmation message from the Gmail team. If you’re having trouble finding it, check your Spam folder.
8. Click the verification link in that email.
9. Back in your MECC Student Gmail account, reload the page in your web browser - look for the reload icon .
10. On the same Forwarding and POP/IMAP page in Settings, check that Forward a copy of incoming mail is selected and your email address is in the drop-down menu.
11. In the second drop-down menu, choose what you want Gmail to do with your messages after they’re forwarded, such as keep Gmail’s copy in the Inbox (recommended) or archive Gmail’s copy.
12. Click Save Changes at the bottom of the page.

Stop auto-forwarding

If you no longer want to automatically forward your mail, follow these instructions:

1. Open the Gmail account that you forward from.
2. Click the gear in the top right.
3. Select Settings.
4. Select the Forwarding and POP/IMAP tab.
5. Select Disable forwarding in the “Forwarding” section.
6. Click the first drop-down menu after “Forward a copy of incoming mail to” and check for any addresses listed as “(in use by a filter).” To disable the forwarding filter, choose the Remove option.